

Session 6: Module 9 - Participant Activities - Part 2 (Change HH ID)	
SCRIPT	
Description	Text
1. Introduction	Welcome to M-SPIRIT Session 6, Module 9 , of the M-SPIRIT Required Online Training presented by the Montana Department of Public Health and Human Services WIC Program.
2. Start	Participant Activities Continued...
3. Change	Change Household Id
4. <change>	Let's take a look at changing Household IDs.
	You can change a participant's Household ID in M-SPIRIT for two reasons: a change in custody and to correct data entry errors.
	Jimmy Wronghouse was incorrectly added to Household ID 14126. We need to change his Household ID to 116119.
	Open the Participant Activities menu.
5. <change1>	Select Change Household ID.
6. <change2>	<no script>
7. <change3>	The current household information displays including Household ID, Address, City and Telephone 1 (if available).
	Since we are adding Jimmy to a Household ID already in the database, click the Find Existing Household button.
8. <change4>	We can search for the household ID using either the Household ID (the default selection) or Address.
	The Address option is the street address and must match the household's address exactly...
	...down to the punctuation and abbreviations that may have been used to complete the address.
	With that said, we definitely think it makes more sense to always search by Household ID.
	Go ahead and type 116119, which is the Household ID we want to add Jimmy to, and click the OK button.
9. <change5>	The matching household appears in the grid.
	The Find button returns to the previous search screen.
	The Reason for ID Change is required to change the ID.
	Click the Reason for ID Change drop-down.
10. <change6>	As we mentioned before, there are only two reasons to change the ID. Since we added Jimmy to the incorrect household, click Correct Data Entry Error.

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11. <change7>	<no script>
12. <change8>	Click the OK button.
13. <change9>	The information updates with the new Household ID, address, city and telephone number.
	Click Close.
14. <change10>	Back in the folder, all of the appropriate Demographics information updates along with Jimmy's Household ID.
15. <change11>	Let's also change an existing household ID to a new one.
	Foster is going into foster care and needs a new Household ID.
	Where do we go to change household IDs? Go there.
16. <change12>	Select Change Household ID.
17. <change13>	<no script>
18. <change13A>	This time, click the Create New Household button.
19. <change14>	The Create New Household window opens, which is basically an abbreviated prescreen.
	All fields are required except for the Telephone fields and those in the Household Language section.
	We are going to quickly fill the fields in.
20. <change14>	That's done. Now, click the Reason for ID Change drop-down, which is of course, required.
21. <change15>	Select Custody Change.
22. <change16>	<no script>
23. <change17>	Click the OK button.
24. <change18>	Again, the information updates and a new Household ID is assigned.
	Click Close.
25. <change19>	Foster's Demographics information updates and his Household ID has changed.
26. View	View Household ID Change History
27. <view>	We can also view any previous Household IDs a participant may have been assigned.
	Can you get us back to the Change Household ID screen? Go ahead.

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28. <view1>	<no script>
29. <view2>	<no script>
30. <view3>	Well done.
	Click the View ID Change History button.
31. <view4>	Any changes to the Household ID will display including the date the ID changed, the previous ID, the ID it changed to and the reason for the change.
	Click Close.
32. <view 5>	Click Close again.
33. Questions	Do you have any questions about what we just reviewed? If so, please submit them via the M-SPIRIT Frequently Asked Questions forum on the Montana WIC website.